

THE CLEVELAND MUSEUM OF ART
Department of Education

ANNUAL REPORT

INDEX

1949

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THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education

From: Dorothy Van Loozen, Supervisor of Children's Classes

Subject: Annual Report, Suburban, Parochial, Private Schools, 1949

STAFF
ORGANIZ-
ATION

When there is continual change in teaching personnel and duties it is impossible to do more than a continuation of well established procedure. Only one full-time staff member (Mrs. Van Loozen) and one part-time staff member (Mrs. Bates) have continued with the same type of work as that of last year. Mr. Culler and Mr. Elsner, both full-time staff members, left during the summer. At present, there are four full-time staff members and four part-time instructors on the teaching schedule, which, however, is subject to so much change that assignment of classes is practically on a day-to-day basis. Instructors at present are: Mrs. Jane Grimes (now working primarily with secondary schools), Miss Sally O'Callaghan (now doing very little teaching due to Saturday Afternoon Entertainments and work on drawing exhibitions), Mrs. Dorothy Van Loozen, Mr. William Ward (now doing very little teaching due to work on Gallery exhibitions and auditorium equipment). Part-time instructors are: Mrs. Charlotte Bates, Mr. Leroy Flint (works irregular hours and then mostly with auditorium equipment), Miss Nancy Heacock (works 1½ days, mostly with elementary classes in the Museum), Miss Ellen Montgomery (works 2 days, also with elementary classes in the Museum).

CLEVELAND
HEIGHTS

Cleveland Heights continues to be the suburb with whom we do our most carefully integrated work. At the request of the Board of Education we continue to assign their school bus to the ten elementary schools throughout the semester on the basis of the number of classes in each school. Miss Clara Scranton, Elementary Art Supervisor, works very closely with Mrs. Van Loozen in planning subject matter. Mimeographed lists of suggested museum subjects

and instructions for planning a Museum trip are now given to each elementary teacher. Assembly talks in the schools are still given as a section of the Arts and Crafts curriculum. In the spring Mr. Elsner gave a series of talks on "Theatre Arts", this fall Mrs. Grimes has dealt with "Wood Carving."

The Junior High School Work continues to have its emphasis at Roxboro Junior High School where Miss Jennie Cathcart, art teacher, arranges the program directly with Mrs. Van Loozen. Each semester a series of talks is given for the Art Department and talks for classes of other subjects as well as exhibits are carefully planned.

In the Senior High School Miss Dorothy Bulkley, Art teacher, continues as a very efficient Museum coordinator. Talks for the History Department are given mostly by Mrs. Bates. English Department correlation that was formerly done by Mr. Culler has now been taken over primarily by Mrs. Grimes with the exception of one series on "Theatre Arts" which Mr. Ward is conducting. The most extensive work continues with the combined classes of the Art Department where regular courses are given each semester by Mrs. Van Loozen as a part of the regular school curriculum. In the spring the subject was "Oriental Art," this fall "Art of the Americas." Following a lecture period students do design and craft work and assemble portfolios which are judged at the Museum. This fall, also, a quiz was given to all students in the course which consisted mainly of identification and discussion of Museum objects.

The general planning for the Shaker program is usually done directly with Mr. William Slade, Superintendent of Schools. There are now three art teachers for the eight elementary schools, all of whom spend Fridays at the Museum arranging for visual aids which they take to the schools. Mrs. Viola Wike, a former Museum staff member, continued to teach classes at the Museum

each Friday throughout the spring semester. However, this fall no Shaker classes have come to the Museum since the school busses are need^{ed} temporarily to transport students to and from school buildings under construction. This means that wherever possible we have given talks in the schools and tried to send additional slides and photographs. It is hoped that with the new semester classes may resume visits to the Museum.

This lack of transportation this fall has vitally changed the Junior High School program where many series are planned with Mrs. Mildred Eynon. Usually Art classes and Social Studies classes alternate trips to the Museum with talks in the schools given by Museum instructors. This was done extensively last spring and will probably be resumed when busses are again available.

In the Senior High School Mr. Charles Jeffery and Mr. Kenneth Caldwell, both former Museum staff members, continue to select and use their own visual material, both in the school and the Museum. Talks for the English Department were formerly given primarily by Mr. Culler, now by Mrs. Grimes and Mrs. Bates. Work with the Home Economics Department is done by Mrs. Van Loozen.

OTHER
SCHOOL
SYSTEMS

Euclid has requested far more talks in the schools than we have been able to give, even with transportation provided by the P.T.A. In the spring Mr. Elsner gave some assembly talks at Roosevelt School, Mrs. Van Loozen at Euclid Central. This fall Miss O'Callaghan and Mr. Ward also gave Assembly talks at Euclid Central and more requests for future talks are on file. Last spring some of the P.T.A. groups approached the Museum regarding regular Museum instruction in the Euclid Schools. However, it was decided that costs for time and transportation would be prohibitive and therefore the request was rejected and referred to Miss Margaret Hain, Supervisor of Art in Euclid and also a member of the Saturday Staff at the Museum.

Our main contacts with the Catholic schools are through Sister Xavier, head of teacher training in Art, at St. John's College. Talks were arranged for the sisters in training and a great deal of Museum material and exhibits of children's work were taken to the college by Sister Xavier. Mrs. Van Loozen, with three of the sisters, judged the Catholic Universe Bulletin Poster contest and several illustrated articles dealing with students in Museum classes were published by this paper.

Our main contact with private schools is Miss Janet Moore, Art teacher at Laurel. Miss Moore uses Museum material extensively and spends a great deal of time preparing her classes for carefully planned museum visits which correlate with their school work.

Respectfully submitted,

Dorothy Van Loozen
Supervisor of Children's Classes

THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education

From: Dorothy Van Loozen, Supervisor of Children's Classes

Subject: Annual Report, Saturday Classes, 1949

STAFF
ORGANIZ-
ATION

Personnel of the Special and Members Classes remained almost the same as last year which is always helpful for good continuity of teaching. Gallery Classes, however, have at the present moment only two teachers (Mr. Caldwell, Mr. Regalbuto) who taught these groups last year. At present, the staff is as follows:

Gallery Classes

6 years	Miss Lois Taylor (started in November)
7	Mr. Louis Regalbuto
8	Mrs. Jane Grimes
9	Miss Nancy Heacock (started in October)
10	Miss Ellen Montgomery (started in October)
11	Miss Ruth Grunauer (returned after a year's leave of absence)
12	Mr. Kenneth Caldwell
13 and over	Mr. William Ward

Special Classes

Beginning	Mr. Price Chamberlin
Advanced	Mr. Ronald Day

Members' Classes

6 - 7 years	Mrs. Mildred Eynon
7½ - 8	Miss Ethel Goddard
9 - 10	Mr. Bernard Specht
10½ - 11	Mrs. Viola Wike (returned after a year's leave of absence)
11½ - 12	Mr. Paul Scherer
Advanced	Mr. Fred Vollman

Secretary: Miss Maria Tucker (started in November)

Assistants: Mary Ellen Archer, Dave Borders, Jack Brown, Peggy Brown, Ruth Cochran, Jetta Hansen, Edward E. Milota, Betty Ptak

Volunteer Assistants: Helen Davis, Judy Hamilton, Mary Ann Leisy, Francis Kiehme, Constance McPhail, Jean O'Hara, Sue Steinbrenner, Sue Weber, Jackie Zevin

Noon Hour: Mr. Earl Greaves in charge (there have been a series of changes with this group until December when Mr. Greaves took charge. He will assist with Gallery Classes from 9 until 11 a.m. since we will have one less teacher after the first of the year when Mr.

Ward will no longer be teaching on Saturday morning. Mr. Vollman, who used to handle this group very successfully, is planning a series of projects and activities to keep this restless group busy between lunch time and the Afternoon Entertainment).

REGISTRATION Successful changes were made this year in both the free and members classes.

When Mrs. Myers left (she had supervised Gallery Class registration), Mr. Kenneth Caldwell took over the work of watching the Registration sheets from 9 until 9:30 a.m. as the children sign up. Since these groups are unpredictable as to size we have found it necessary to have a teacher on duty continually to check the sheets in order to regulate the size of classes. He is the main one to whom credit should go for planning a new arrangement of desks in the foyer in order to separate new registrants from regular customers as the children come to sign up for class. The present arrangement is the most efficient we have ever had.

Registration for the members classes was taken over for the first time this fall by the Department of Education. This also has been successful from our standpoint since it keeps all records relative to teaching in the proper department. Naturally, Membership Department continues to handle all matters relative to Membership.

SYLLABUS Sets of drawings were chosen in staff meetings to illustrate the types of work described in the Syllabus as typical of various age levels. These were mounted and used for the revision reports on the Syllabus which were started in staff meetings. For these reports on revision we started with age 6, at present are at age 10, and hope to continue through the succeeding age levels, including the Special Classes, by spring. One great problem is the same as that for similar situations: there is no storage space, centrally located,

where these mounts of Syllabus illustrations may be stored. Consequently, they are carried in and out from near-by offices each week and when not in use are covered as well as possible with wrapping paper. It is practically impossible to get them out quickly to show to interested visitors.

SCHOLARSHIPS

The Pepsi Cola Company again very generously gave us money to use for scholarships so we sent the following students to Saturday morning classes at the Cleveland Institute of Art: Eleanor Ilenin, Richard Prochaska, Betty Wachs, Ronald Walsh. In addition two students who are considered to be on the same status as scholarship students are working on murals to be executed in full size for the Museum: Dave Black, John Kashuk.

EXHIBITIONS

Exhibitions of the work of our classes continue to be so popular that we now have more requests than we can take care of, especially since the policy of the Educational Department is to explain the type of problem and source material that inspired each drawing.

In the Museum there were the following exhibitions:

Work of Gallery Classes	March (through 28th)	Educational Corridor
Chalk Drawings, Mexico	March (28th)	Educational Corridor
Work of Members' Classes	May	Educational Corridor
Work of Outdoor Classes	October	Educational Corridor
Work of Special Classes	December	Educational Corridor

Outside the Museum were the following:

Chalk Drawings, Latin America	January	Cleveland Public Library
Chalk Drawings, Miscellaneous Countries	January	Mt. Sinai Hospital
Chalk Drawings, Germany	January	West Park Library
Paintings, Persian Style	January	Hough Library
Chalk Drawings, Italy	February	Cleveland Public Library
Chalk Drawings, Indonesia and Ceylon	March	Cleveland Public Library
Drawings and Paintings	March	Public Auditorium (for UNESCO)
Chalk Drawings, Miscellaneous Countries	May	Cleveland Public Library
Work of Museum Classes "The Junior Exhibit"	May	The Higbee Company (10th floor Gallery)
Drawings and Paintings, Scholarship Students	September	Pepsi-Cola Company for New York Office
Chalk Drawings, Games and Sports	September	Cleveland Public Library

Drawings and Paintings	October	Elyria Crippled
Chalk Drawings, Hindustan and Pakistan		Children's Hospital
	October	Cleveland Public Library
Work of Museum Classes	December	Women's City Club
Chalk Drawings, Scandinavia	December	Cleveland Public Library

In addition to the above, many former exhibitions were circulated by the Department of Circulating Exhibits who includes these statistics in its report. Also, many outside exhibits and contests were judged by Museum staff members in which Museum students invariably rated very well.

As in the case of Syllabus illustrations we are almost desperate for storage space for past, present, and future exhibition drawings. At present some are stored on or above desks where an entire group must be moved when searching for a particular group that invariably is at the bottom of the pile. Others, depending on the size, are in various studios stacked however possible.

EXTRA Each year when the Members' Classes end we have Open House in the studios
ACTIVITIES for parents and friends. Invitations for this event on May 7th were again decorated by the children. In the afternoon all classes combined to put on the final entertainment of the year "Drawing Demonstration, "Life in Many Lands". Representatives from each class drew pictures of life in various countries, while other children sang, danced, or played musical instruments. All these representatives had been carefully chosen in try-outs held well in advance in order to allow time for practice.

Christmas projects again were an important part of the curriculum. Trees were decorated with ornaments made by children in the Members' Classes. Gallery class children came to see the trees and ornaments following which the decorations were used on the auditorium stage for Christmas entertainments, then were returned to the Junior Museum to be seen by visitors.

In March the advanced Members' Class under the direction of Mr. Vollman made three tropical scenes in paper sculpture. These models were originally made for a Welfare Federation meeting but were later exhibited in various places during

the summer and fall. They created a great deal of interest but are too fragile to continue to be transported so were donated in December to Western Reserve Historical Society where there is permanent display space available.

The Royal Ontario Museum of Toronto approached us last year about the possibility of children in their Museum corresponding with interested children in our Museum. A few pen pals were assigned and lists of names were sent to Margaret Johnson, the Cleveland Press, who enrolled all students in the World Friends' Club. More assignments are pending.

The Museum has continued as one of the four sponsors of Roads to World Understanding, a series of programs for youth held monthly from October through May at the Cleveland Public Library. Attendance continues to be high with the average well over 350. During this past year Mr. Culler was chairman of the program on "Italy," Mr. Ward was the main speaker on the program "Indonesia and Ceylon," Mr. Ward and Mrs. Van Loozen both participated in a demonstration program given for delegates to UNESCO, and Mr. Ward was the chairman of the program "Hindustan and Pakistan." Our main contribution, however, continues to be from the standpoint of exhibits either from the Circulating Exhibits Department or drawings made by museum students.

The Higbee Company invited us to hold an exhibition of work in their 10th Floor Gallery during the month of May. This was known as "The Junior Exhibition" and consisted of work done during the preceding year by children in classes from 6 to 16 years. On May 9 Higbees held a reception for the 135 exhibitors all of whom had been sent invitations. Punch was served, with the assistants in our classes acting as hosts and hostesses. WGAR had an interview on the exhibition featuring Ed Milota and WEWS-TV televised an interview of 12 students by Mrs. Van Loozen. Some of the actual work was taken from Higbees

to the studio for this occasion.

The Sportcraft Contest was another new feature this year. It started when Mr. Harry Holstein wished to buy work of the advanced students but was willing to donate \$75.00 to be used for a contest when it was explained that we do not sell this work. Rules for the contest were drawn up by Mr. Reid and Mrs. Van Loozen setting forth strict rules for an illustration for a cover to be used on the Sportcraft Catalogue. All special class students had a chance to participate and the final work was judged by Mr. Dubaniewicz, Mr. Jeffery, and Mr. Ward (former special class students). The entire contest was a success, the problem was good, an actual situation was involved, a prospect of reproduction of the work was inviting, and the \$75.00 in cash was inspiring!

This fall the Junior League sponsored a new radio program for children "The Wizard of Music" given Sundays at 12, WJW. The Museum was pleased to publicize this widely in the classes. At the request of the Junior League rules were written up for a drawing contest in which the Wizard was illustrated. Copies of these rules were mimeographed and distributed in our classes and entries were judged by Mr. Reid and Mrs. Van Loozen. When we later checked the names of the winners, all were found to be students in Museum classes.

Respectfully submitted,

Dorothy Van Loozen
Supervisor of Children's Classes

The Cleveland Museum of Art
Department of Education

To: Curator of Education

From: Dorothy Van Loozen, Supervisor of Children's Classes

Subject: Annual Report, Outdoor Sketching Classes, 1949

ENROLLMENT

Again, the outdoor classes were among the most enjoyable of all our classes for children. Enrollment was much lower than usual on account of the five dollar fee put into effect for the first time this year. Twenty scholarships were awarded to Gallery Class students on the recommendation of the teachers, all other children paid the fee on the first day of class. Classes were re-divided as students registered, in order to average 20 to 25 students per class for 13 classes. Six groups met on Tuesday and Thursday mornings (6 through 10 years) and seven groups met on Wednesday and Friday mornings (11 through 16 years). All the teachers were enthusiastic about these smaller classes since more individual instruction was possible. Also, with the fee bringing in much needed money for supplies a variety of mediums was possible for the first time. Even the youngest groups had a chance to work with such things as water color, chalk, and cut paper. We found that the students were all delighted at the prospect of working with these mediums and were more appreciative of the materials and of the teachers' help than when classes and materials were free.

PLANNING
AND
PROCEDURE

Advance planning was again started as early as April regarding such things as staff, mimeographed announcements (300 were mailed in June), supplies and equipment, candidates for scholarships, and publicity. A great deal of time was spent on advance plans for the collection of the fee since this was done on the first day classes assembled in the auditorium. Receipts in envelopes were pinned on all the younger children so that no casualties or financial losses were reported. All classes met each day in the

auditorium as usual, then went as a group to various places in the Fine Arts Garden or the park north of the Museum. At the end of the morning all materials were returned to the auditorium except when it was used by an adult group; then supplies were stacked in the Superintendent's Corridor.

STAFF
ORGAN-
IZATION

Plans were again started in April and confirmed with the teaching staff in May. We have again had outstanding teachers which in large part accounts for the success of these classes.

Teachers and age levels were:

Tuesday and Thursday

6 years	Mr. Kenneth Caldwell
6½	Mr. Price Chamberlin
7	Mrs. Jane Grimes
8	Miss Sally O'Callaghan
9	Mr. William Ward
10	Mrs. Viola Wike
Registration	Mr. Howard Reid
Volunteers	Mrs. Dorothy Van Loozen

Wednesday and Friday

11 years	Mrs. Jane Grimes
11½	Mr. Howard Reid
12	Mrs. Viola Wike
12½	Mr. William Ward
13	Mr. Kenneth Caldwell
14-15	Mrs. Dorothy Van Loozen
15-16	Mr. Price Chamberlin
Registration	Miss Sally O'Callaghan

The only new teachers were Mrs. Jane Grimes and Mr. William Ward, but since both are regular Museum staff members with experience in teaching drawing there was no problem of adjustment. Jetta Hansen and Ed Milota again were in charge of supplies and acted as assistant teachers wherever additional help was needed, particularly in the case of mixing paint.

VOLUNTEER
ASSISTANTS

Sixteen young people were chosen to work with the classes this year as volunteer assistants. Some came from the Welfare Federation, more from an article in the Cleveland Press in which Mrs. Margaret Johnson invited interested young people to contact Mrs. Van Loozen for an appointment. The best volunteers came either from this group or from our own older Museum classes. Individual conferences were held with each volunteer as well as a general meeting before classes started to outline duties and regular assignments. At the end of the summer session each volunteer was given

a letter of thanks and an "Old Masters" catalogue. In addition, "Burchfield" catalogues were given to nine volunteers who had been here every day.

EXHIBITION

The exhibition "Work of the Outdoor Classes" was hung in the Educational Corridor during the month of October this year. This was done so that the work might be seen by school classes as they started coming to the Museum. All the pictures were fully labeled and lessons were described. The work was arranged primarily by class, but certain sections dealt with the use of various mediums or styles of painting or techniques of representation.

PROBLEMS AND SUGGESTIONS

Registration and collection of fees was complicated unnecessarily by having it all on the first day. We hope we may have advance registration another year. It would be desirable to decide on the number of students to be placed in each class and to continue accepting students as long after classes start as there may be room.

It was difficult for people to understand a five dollar fee for "materials." In fact, most thought it unreasonable until it was explained that this included general overhead expenses. Therefore, if the fee is to be kept at \$5.00 we hope it may be referred to as a "tuition fee." If the fee is to be continued to be called "for materials" would it be possible to lower it to \$2.00?

The scholarships were greatly appreciated but were very hard to award since it was stipulated that they were to be given on the basis of need. It was impossible to award scholarships to anywhere nearly as many children as wished to come and yet could not afford the \$5.00 payment. We would like to award these scholarships next year to students in our free Gallery Classes with the announcement made well in advance as a goal for each group. With advance notice it would be possible to check more

accurately on the qualifications of each candidate and thus award the scholarships not only on the basis of need but also on ability and dependability..

The washrooms, especially on Tuesday and Thursday mornings continue to be a great problem. If a matron could be on duty on these days (when the younger children as well as parents who bring them are here) it would help greatly.

Respectfully submitted,

Dorothy Van Loozen
Supervisor of Children's Classes

To: Curator of Education
 From: Ann V. Horton, Supervisor, Museum Instruction, Cleveland Public Schools
 Subject: Annual Report, 1949

This report will be given as a summary of each month showing Elementary, Junior High and Senior High activities.

JANUARY

Elementary

Supervision of program for newly appointed Junior High teacher, Clarke H. Garnsey, whose schedule was difficult in order to allow the completion of college courses.
 Carried the usual weekly radio (received by 49 schools).

Junior High

Mr. Garnsey finished all of Miss Church's schedules. He did much study of types of lectures and material to be used.

Senior High

Carried first semester's lecture series to conclusion contacting 13 schools.
 Presented a staff talk.
 Supervised exhibit at Women's City Club.

FEBRUARY

Elementary

Began conferences and search for 5th grade Radio series of 53 new pictures.
 Stressed Braque show for classes.

Junior High

Scholastic - see report on High School.

Senior High

Scholastic - tremendous task of sorting classification, meeting jurors and hanging. All help voluntary from school classes. School personnel and Mrs. Wulff, representing the Board of Education, supported the Halle opening enthusiastically. Mrs. Wulff conferred awards with a personal greeting to each winner. Mr. Day carried publicity securing much more than in former years. Most urgent calls from High School history teachers arranged for to prevent break in lecture series scheduled in September.

MARCH

Elementary

Continued selection and securing slides for new radio. Conferences with Visual Education Division, with classroom teachers and with Mr. Howell's assistants as work progressed.
 Many classes taken to "Art, a Means to World Understanding" Exhibit, Contacted Teacher Training groups at Western Reserve University and had groups from Dr. Robinson and Mrs. Arbuthnot to see this Exhibit.

Junior High

Scholastic - many visiting classes at Halles.

Senior High

Scholastic - return of reject entries, arduous wrapping and shipping and school notices plus much recording.

Presented Braque slides in several schools.

APRIL

Elementary

Stress on Museum teaching after Radio slides were in hands of photographer. Participated in UNESCO Program.

Junior High

Broadened scope of subjects presented; made heavier schedules.

Senior High

Active in UNESCO:

Presented lesson on "Roads to World Understanding".

Supervised hanging of Exhibition sections in Division of Stuart Freeman at Auditorium.

Spesker on Vocational Guidance at Parma.

Complete circuit of 13 High Schools to brief students for May Show.

MAY

Elementary

Heavy schedule in 4th grade Social Studies.

Watched 5th grade radio through photography and judged the returned sample sets.

Junior High

Heavy schedule of visiting classes at May Show.

Senior High

All Senior High Schools visited May Show.

Heavy schedules.

Faculty groups met.

JUNE AND JULY

Elementary

Script writing for new radio.

Revision of teachers' manual.

Junior High

Routine finish in June.

Mr. Garnsey a student in July.

Senior High

Final round of Social Studies and Home Economics lectures contacting every school.

Preparation of mimeo and selection of slides for summer session.

30 Western Reserve University lectures.

SEPTEMBER

Elementary

Consideration and observation of lessons by a prospective Museum teacher (Edward Milota) in case he trains here in February, 1950.
Guidance and help to new Museum teacher (Juanita Sheflee).
Special Radio Teachers Meeting.

Junior High

Exploratory programs.
Observation of other Museum teachers.
Lay-out of general Museum duties and study of source material.

Senior High

One week's work with Ed Milota helping to organize lessons and observing this student's teaching.
Build up of schedule for sequence of school visits.

OCTOBER

Elementary

Visits to all new principals and lessons presented stressing Museum visits. (6 schools scheduled subsequently from these new set-ups.)
Visits or conference with school long out of touch with the Museum.
Continued aid to Visual Education Department in getting slide sets compiled and into circulation.
Participated in Exhibition and Program of Akron O. E. A. meeting.

Junior High

Shared Elementary visiting and extended visiting in Junior High to meet teachers' requests.

Senior High

Heavy schedules: History and Home Economics.
Vice President N.E.O.T.A. - many conferences.
Art Department of Ohio Educational Association.

NOVEMBER

Elementary

Writing, recording new script.
Many classes met.

Junior High

Steady visiting schedule.
Preparation of special Christmas lessons and demonstrations.

Senior High

Attended to hanging National Winners of Scholastic in Educational Corridor.
Mrs. Schindler sponsored a tea for Scholastic visitors, at which all officers of local Scholastic Committee - Mr. Schmeckebier, Mr. Butterfield, Mr. Ritchie, Mr. Howell, Father McHale (assistant to Dr. Elwell) were present.
Every High School contacted with a lecture, briefing the American Painting Exhibition. Many classes and individual visitors followed.

DECEMBER

Elementary

Many hours follow-up of new radio to discover the faults of slides or presentation as a guide for the forthcoming 6th grade series. WBOE was persuaded to give 2 fifteen minute spots each week. 91 classes listen weekly.

Many classes taken to Donatello's San Lodivico.

At Mr. Milliken's request, Miss Horton gave a summarized report of school-Museum service to the December meeting of the Board of Trustees.

Junior High

Met many classes for Donatello. Prepared excellent Christmas material for teachers.

Senior High

Many lectures in schools to brief students for Donatello.

Conferences with Visual Education resulted in a lecture prepared for Film Council on "Uses Art Teachers Make of Film".

Follow-up of summer students' work culminated in a project at a Polish school relating music, visual arts, and literature. Student - Father Ignatius.

IN CONCLUSION

All Museum teachers try to maintain helpful service as consultants for the special or new projects of any school - and as consultants to see Museum material and service follow such lines.

However, an activity which is enthusiastically received as enrichment for one school is very promptly requested in¹² other schools, thus absorbing many hours on the same activity city-wide. Mr. Day is now studying such mechanical devices as wire and tape recording to be ready to capitalize on the use of recording machines which schools are considering and will eventually have as teaching equipment.

Radio has been from January 1949 to 1950 a heavy load as follows:

- a. New series of 53 Kodachrome slides made from materials selected by Museum teacher (many Museum items included). Gain from 49 to 91 classes hearing lessons.
- b. Mr. Howell held series of 6 regional meetings (Junior High) to determine how to vitalize 7th-8th grade lessons (16 revisions pending).
- c. First skirmish for new 6th grade series to be produced January to June, 1950 began in December involving many hours of conference and search.

- d. Mr. Day is conferring with supervisors of Mathematics and Science for cooperation in recasting Science and Mathematics broadcasts.

There has been a satisfactory scheme of "briefing" all big exhibits, thus at once preparing students and attracting them (secondary level) to Museum visits.

Another service less tangible but for which Museum teachers are obligated is attending evening sessions of:

- a. Classroom entertainments
- b. P. T. A. meetings
- c. Social Studies Association group
- d. Association Childhood Education (Cleveland has a widely known active council)
- e. Film Council meetings (we keep closely in touch with Visual Education).

We are fortunate in the person chosen to fill Miss Church's place. Miss Sheffield brings an enthusiasm for new work, meets heavy schedules well and makes for splendid and easy cooperation of the classroom group.

Respectfully submitted,

Ann V. Horton
Supervisor, Museum Instruction,
Cleveland Public Schools

(Sxtm)

To: Curator of Education
From: Margaret F. Brown, Assistant Curator for Administration
Subject: Motion Pictures Activities for 1949

The attached pages list the film programs offered to Museum members and the public during 1949, and the attendance at these programs.

The attendance at the film programs has been quite satisfactory. Experimental and specialized films have had smaller attendance than those of wider popularity, such as Robin Hood and Anna Christie, both of which turned away two or three hundred. The very popular programs offer something of a problem, but when they are scheduled for two showings, Friday and Sunday, it helps greatly to take care of all the people who want to see them.

It has been a great loss to the Department to have Mr. Culler leave to become Director at the Akron Art Institute. When he left in August, the motion picture work was again turned over to me. I might add that although this makes my work unusually heavy, it is something for which I have great enthusiasm, so it is with real pleasure that I take this on again.

Mr. Culler, with the help of Miss Ross, has done a splendid job in trying to reorganize the motion picture file. However, he did not have time to work on this file as much as he had planned. It is something that must have constant attention if it is to be kept up to date and usable. It seems that the sources of supply for film are so unstable that a great deal of attention must be paid to their cultivation. In order to really get more information about some of the newer sources, it would be advisable for someone to go to New York about once a year for a few days. A little more research in this field is definitely necessary

since, when scheduling a movie, I have found it is very important to check several rental sources before making a definite booking. Sometimes one company may charge almost twice as much for ^{an} print as one secured from another source. Fortunately in the past couple of months we have been able to find new sources for many art, experimental and foreign films. It is my feeling that each season's program ought to have at least one art or experimental program when the material is available. It is only by a Museum sponsoring such films that the producers will be encouraged to make more of that type.

There has been an improvement in the matter of motion picture equipment. The new sound screen seems to be very satisfactory and the installation of a speaker behind that screen has added greatly to the enjoyment of sound films. For the first time it is really possible to understand all of the conversation in a film that has a good sound track. Also, the overhauling of the 16 mm sound projector has improved that machine. As Mr. Culler indicated in a report made last summer, there is a need for other installations and equipment, but the situation is greatly improved over last year. For instance, the installation of a public address system is needed. This becomes more evident as the lecture season goes on because air conditioning in the auditorium has made it more difficult to hear the speakers.

Mr. William Ward and Mr. Leroy Flint have been helping with the motion picture program in regard to running projectors for previewing films, briefing the operators, checking the projector after it has been set up, introducing programs and details in general. It is a great help to have a man from the educational department responsible for these details, and especially someone who knows how to operate both projectors as they do.

Mr. Ward is also responsible for checking all lantern slide projectors after they are set up for lectures. This too was a much needed routine since the projectors are not always set up by the same person.

As supervisor of films I am again on the Board of the Motion Picture Council. I belong to the Film Council and have been asked to serve on the committee that is planning the Film Festival on May 16 and 17 at Hotel Carter. Last year this festival had an attendance of over 2000 people and brought together practically everyone in Cleveland and the surrounding territory who were interested in all kinds of films other than the entertainment field. I feel that this is a rather important event since it provides a wonderful source for many short films that would probably not be shown elsewhere.

It is still my hope that we may sometime resume something like the film club that Mr. Fox had years ago. People were allowed to contribute to a film fund and were given tickets for the season admitting them to the hall at the same time as CMA members. Quite frequently people ask me whether they can contribute something and get a first choice of seats. Often these people would be glad to contribute a couple of dollars but do not feel they can afford to take out a ten dollar membership. Also, one of the other requests has been for a film course to be given again. Perhaps something could be worked out sometime for a short course to show many of the documentary and industrial companies are making excellent films. The Cleveland Public Library has a wealth of material that can be borrowed free except for a small insurance fee, and it seems unfortunate that there is no place in Cleveland where many of these fine short films can be shown to the public.

There has again been an increasing number of requests for information as to the sources of various films and assistance in helping to arrange film programs outside the Museum, chiefly from club groups, occasional schools, the Art School and film organizations.

Respectfully submitted,

Margaret F. Broen
Assistant Curator for Administration

THE CLEVELAND MUSEUM OF ART
Department of Education
SUMMARY OF THE MOTION PICTURE PROGRAMS
1949

	PROGRAMS	SHOWINGS	ATTENDANCES
Friday Programs	8	16	2916
Saturday Programs	12	12	4374
Sunday Programs	8	8	3821
TOTAL FOR YEAR 1949.....	28	36	11111

THE CLEVELAND MUSEUM OF ART
Department of Education

Motion Pictures
1949

Lectures supplemented by Films

Date	Name of Lecture and Lecturer	Size	Sound		Attendance
			Sound	Silent	
Jan 21	FLOWERS IN ACTION, a lecture with film, by John Nash Ott, Jr.	16MM		silent	417
Jan 23	FLOWERS IN ACTION,	16MM		silent	498
Apr 8	BLACK FOREST MAGIC, a lecture with film, color, by Hal H. Harrison	16MM		silent	379
Oct 14	AMAZING NEW ZEALAND, a lecture with color film, by Bathie Stuart	16MM		silent	500
Oct 16	AMAZING NEW ZEALAND,	16MM		silent	502
Dec 2	CASTLES AND FIESTAS IN SPAIN, a lecture with color film, by Clement E. Conger	16MM		silent	263
Dec 4	FANTASTIC PORTUGAL, a lecture with color film, by Clement E. Conger	16MM		silent	485
Dec 18	CHRISTMAS IN SWEDEN, a lecture with film, by Mrs. Helen Nelson Englund	16MM		sound	502

Eight Programs, Total Attendance.....

3546

THE CLEVELAND MUSEUM OF ART
Department of Education

Motion Pictures
1949

Friday Film Programs

Date	Name of Film	Size	Sound Silent	Attendance
Jan. 28	Intolerance	16MM	silent	405
Feb. 4	Ivan the Terrible	16MM	sound	540
Feb. 16	Treasure of Arne	16MM	silent	298
Apr. 1	Great Expectations	35MM	sound	235
May 6	The Overlanders	35MM	sound	195
Sept. 30	Robin Hood	16MM	silent	528
Nov. 25	Anna Christie	35MM	sound	500
Dec. 16	Experimental Films	16MM	silent	215
				<u>2916</u>

Eight Programs, Total Attendance.....2916

THE CLEVELAND MUSEUM OF ART
Department of Education

Motion Pictures
1949

Sunday Film Programs

Date	Name of Film	Size	Sound Silent	Attendance
Jan. 30	Intolerance	16MM	silent	518
Feb. 6	Film Comedies (Charlie Chaplin)	16MM	silent	520
Feb. 20	Treasure of Arne	16MM	silent	380
Mar. 6	The Last Command	16MM	silent	420
Apr. 3	Four Horsemen of the Apocalypse	16MM	silent	520
Oct. 2	Robin Hood	16MM	silent	528
Nov. 27	Anna Christie	35MM	sound	492
Dec. 11	Torment	35MM	sound	443

Eight Programs, Total Attendance..... 3821

THE CLEVELAND MUSEUM OF ART
Department of Education

Motion Pictures
1949

Saturday Films for Children

Date	Name of Film	Size	Sound		Attendance
			Sound	Silent	
Jan 29	Rolling Home Hog Wild	16MM	sound		167
Feb 5	Charlie Chaplin Series	16MM	silent		518
Feb 26	If I Had My Way	16MM	sound		302
Mar 12	My Dog Shep	16MM	sound		321
Mar 19	Wildfire	16MM	sound		368
Apr 9	Nomad of the Jungle Bob Learys of Ocean Trade Circus People Wonder Dogs in Action	16MM " " "	sound " " "		258
Apr 23	Boy, Girl, Dog	16MM	sound		406
Oct 1	Robin Hood	16MM	silent		528
Oct 8	Enchanted Forest	16MM	sound		419
Nov 12	Tender Years	16MM	sound		435
Dec 3	Parade of the Wooden Soldiers	16MM	sound		302

** Oct 16	Amazing New Zealand, a lecture with color film by Bathie Stuart	16MM	silent		350

Twelve Programs - Total Attendance for Childrens Entertainment..... 4374

The Cleveland Museum of Art
Department of Education

To: The Curator of Education

From: William E. Ward, Instructor

Subject: Department of Education Special Exhibitions, 1949

Three major exhibitions were presented by the Department of Education during the year 1949. Titles and dates are as follows:

1. "Art, A Means to World Understanding" (UNESCO exhibition) February 17 - April 10
2. "Classic to Baroque" October 1 - November 6
3. "India's Art" December 2 - January 22

The exhibition "Art, A Means to World Understanding" was conceived and installed by George D. Culler. This exhibition was a special exhibition done primarily for the UNESCO conference here in Cleveland.

The exhibition "Classic to Baroque" was conceived by George D. Culler with some initial planning by Mr. Culler. The completion of plans and installation was carried on by myself. Generally speaking the exhibition was successful from two viewpoints; as an exhibition and as a study aid. A great deal of color was used as background for various panels. This helped greatly in bringing out and emphasizing the color development of the Classic and Baroque periods. The color chosen for background was a light gray-blue picked up with emphasis of a deep Burgundy red. The label material in my opinion was excellent with the exception of one and that the main label which became rather wordy. The exhibition was used considerably by art students both from Cleveland institutions and out of town schools.

The exhibition "India's Art" was first conceived when the proposed visit of the ambassador from India was announced. It was suggested to Mr. Francis that some sort of a commemorative exhibition be done for

Madame Pandit's visit. Mr. George Bickford, an active member of the Council on World Affairs, was also anxious that such an exhibition be arranged. Mr. Bickford was a great help in that he made available on loan to this Museum many of his fine objects. Mrs. T. Glen Price, a past resident of India, made available on loan two fine pieces from her collection. Mrs. Marcus loaned the Museum most generously several of her drawings done by Dr. Coomaraswamy. Mr. Walter McDowen of New York very kindly made available on loan to this Museum two handsome Jamini Roy paintings. The two paintings add a great deal to the exhibition inasmuch as I have tried to present contemporary Indian art along with fine examples of India's past. The printed cotton from Gujarat is from my collection and helps considerably in tracing influencing factors on Jamini Roy's contemporary painting.

The exhibition "India's Art" required a great deal of background color; the color being derived from the red sandstone sculpture of Mathura and the great Red Fort and government buildings in Delhi. I feel that this warm yet subtle color helps to bring out the intricate color schemes of Indian miniature painting. The sculpture seems to take on new life when surrounded by a color from its native habitat. The exhibition has been done in organized sections; devoting a section to Buddhist India, a section to Hindu India, a section to Jaina India and of course contemporary India.

It has always been my feeling that Indian sculpture, religious sculpture intended for temple use, should be lighted with a soft light from beneath. This is as the original artist intended. The sculpture was and is used on altars and lighted from beneath with small coconut oil lamps. The central section of sculpture or the focal point of the exhibition consists of five pieces of sculpture from the Museum collection backed with the fine Milkfleurs carpet (Indo-Persian, XVII Century). Sansavarius is used as a

hedge in front of the sculpture thus helping to bring the entire unit more to life. The panels of Rajput and Mughal miniatures seem quite effective when placed with sculpture and other objects. Several textiles were used primarily as background material for small pieces and as additional color notes in the exhibition.

Madame Pandit, the Ambassador from India, formally opened the exhibition given in her honor the afternoon of December 2, 1949.

Respectfully submitted,

William E. Ward
Instructor

To: Curator of Education
From: Doris E. Dunlavy, Administrator, Section of Circulating Exhibits
Subject: Annual Report, 1949

Exhibits placed in cases	<u>1948</u> 809	<u>1949</u> 811
Objects lent for classroom use	4700	5572
Paintings and framed prints	137	105
Wall exhibits, installed by borrower	20	31
Posters	45	85

The number of calls for installation of exhibitions in schools not formerly receiving the service is constantly increasing. Many schools are acquiring cases and the new buildings are now being constructed with built-in cases.

Although the lending collection is increasing in size through gifts and purchases the demand is growing much faster. Most purchases in the past few years have been limited by the meager supply which has been available and the excessively high prices. As with gifts, not enough of one type of material comes in, except over a period of years, to assemble additional exhibits. Numerous objects, after years of use, have become quite dingy looking (now being withdrawn from circulation) and need to be replaced.

From the Cleveland Public Schools calls have been received from Warren, Miles Park, Gladstone, Puritas, Harvard, Washington Park, Hicks, Euclid Park, Artimis Ward, and Harmon Schools in addition to the forty-two schools already receiving exhibits. During the past semester it has been possible to install an exhibit once in the cases at Miles Park and Artimis Ward with no definite promise of further service but giving assurance of our desire to do so at the earliest date at which it may be possible.

Mr. Mr. Davis, superintendent of the Rocky River Schools, has requested exhibits for his schools, Rocky River High, Beach, Kensington, and Wooster Schools. These schools have cases and were given service through June, 1942 when gasoline rationing and other circumstances made it impossible. Meanwhile, other places nearer the Museum set up visual aids programs and have been receiving exhibits.

Since taking office Mr. Davis, formerly a staff member of the Shaker Heights Schools, has been trying to build up the visual aids program in the Rocky River Schools. He would like service similar to that of either the Shaker Heights or the Cleveland Heights School System and suggested an arrangement similar to that now had with these schools.

Limited by our supply of material, it has been possible to offer Rocky River but two aids: 1. Exhibits placed in the High School at approximately two month intervals - the same as the Rocky River Library (the distance from the Museum to the schools is too great to warrant a special trip to install one exhibit). 2. Loan of wall exhibits, delivered at the same time as the case exhibits. This was readily accepted with the request that the service be extended to the other buildings and at more frequent intervals when possible.

In the Garfield School System, the High School and two Elementary Schools, Roosevelt and Garfield, have received exhibits occasionally but would like them more frequently, especially the grade schools. Record is had of one exhibit being sent to the third building, Maple Leaf School, some years ago. Requests have been made for regularly scheduled exhibits for the three elementary buildings.

Mayfield High School has received two exhibits this year but would be happy to receive them more often. Oakville Road School, Mayfield, has called for exhibits also.

Miss Stoker, at the request of the County Board of Education, called for information as to the service which would be available for some twenty county schools. Occasionally an exhibit has been sent to Cuyahoga Heights School, Independence, Orange and Gates Mills. Four to six new buildings are being erected which will have built-in cases and will also desire the service of this division.

Although many places are being supplied with an occasional exhibit, the requests cannot all be met. Too frequently too many of these places desire service at the same time. Material sufficient for the use of Museum staff must be retained in storage for class room use and also to set up exhibits with which to replace materials desired in other places. The problem has grown to quite some proportions, and there are many indications that it has by no means reached its height. The recent acceleration in the visual aids program for educational purposes being one of the outstanding reasons. The need of additional materials to meet this ever growing problem is very great.

The use of material in the classroom by the Museum teachers has been constantly growing, nearly one thousand objects for the month of November, and now surpasses that of any former time. Many of the teachers have stressed the value of the use of this material to supplement the use of slides, library illustrations and Museum tours. Service to staff members has required considerable more time in recent months, primarily because of the group of new teachers who were unacquainted with the material and therefore not so able to help themselves as staff who have been here for some time. Miss Heacock, Miss Montgomery, Mr. Flint, Mr. Garnsey and Miss Sheffield have all needed considerable help, but are reaching a more independent state where they require much less instruction concerning individual objects. Miss Sheffield takes many groups of objects out to schools

often serving places which have no cases or are not reached by this division for other reasons. These objects of course, must be checked and packed. Although taking more time, this system is the only way many places, especially Junior High Schools, can be reached.

Mr. Alvarez has continued giving excellent service in assembling the Exhibit of the Month, Art a Means to World Understanding, Classic to Baroque, and small services to many other departments, as well as in the regular work of this division. This request for service grew to such proportions last spring that for a month or more his time was seldom available for this division. The problem called to his attention, Mr. Milliken took immediate steps to relieve the situation. The greater consideration of other departments since that time has been appreciated also. This division is happy to give whatever service is possible without interfering with it's own program. The acquisition of a new mounting press in the Print Department will facilitate Mr. Alvarez's work in mounting prints for the class room as well as for this department.

WALL EXHIBITS

The number of wall exhibits available for the use of outside borrowers has been increased to eighteen. The demand for this type of visual aid (usually delivered by the division but hung by the borrower) is slowly but steadily increasing. Indications are that as the scope of the collection increases and the schools and other institutions realize the ease with which such exhibits are hung the demand will continue to grow. These exhibits also serve places which have no cases for exhibition material.

The twenty photographs of Ceylon purchased from Mr. Ward were assembled this summer into an exhibit of eight panels entitled, "Ceylon - An Independent Island". The plan for the exhibition was beautifully executed by Mr. Alvarez.

Mr. Ward provided much pertinent information for the proper labeling of the photographs.

The exhibition, "Portraits in the Making", assembled by the members of the Phoebe Walker class in portrait painting and exhibited in the Educational Corridor in June, 1949, has been temporarily turned over to this division with the privilege of condensing and then circulating it as is deemed wise. It has been condensed to four large panels and is scheduled for showing at several places during the coming months. It is an answer to growing inquiries by art supervisors for exhibits on "how to do" or "variety of approach" on many subjects such as drawing and painting of animals, the human figure, trees, flowers, etc.

LAUREL SCHOOL

At the time of the Braque exhibit at the Museum, Laurel School requested a special exhibit on French art to correlate with special work and programs of the French Department. Nine large color reproductions of paintings by French artists were framed and hung in the corridor at Laurel, five smaller color prints, including Braque, were used, and a case exhibition of French textiles and ceramics was installed. One bulletin board was given over to small Braque reproductions and publicity material for the Museum show.

COLLINWOOD HIGH SCHOOL

An exhibition of reproductions of modern paintings was placed in Collinwood High School early in October. The group included fourteen framed color prints which showed examples of a number of the movements in modern painting. Examples of Matisse, Seurat, Rousseau, Van Gogh and others were included. Several classes were starting some intensive study of modern painting and ready to start their first paintings. The exhibit

was located so as to be seen by the entire school. One case of modern woodcarving and one of modern ceramic sculpture made that section of the building into a temporary gallery. Wall exhibits have been hung there by the school and plans for other exhibits for the next semester are under way.

JOHN ADAMS HIGH SCHOOL

Five paintings by Wm. Sommer were hung in the Social Room at John Adams High School and an exhibit of European embroideries was installed in the four built-in cases.

CLEVELAND HEIGHTS SCHOOLS

The program in the Cleveland Heights Schools has been continued this year with the same number of exhibits being installed. (Statistic sheet attached.) The subjects of the exhibits and the time when talks were to be given have been chosen by the teachers. Conferences with Miss Scranton, art supervisor of the system, have indicated some subjects, such as theatre arts and wood crafts which she would like stressed this year. A special exhibition on theatre arts, masks, marionettes, rod and hand puppets with diagrams of stage construction suitable for construction by elementary school children is being circulated throughout the system. One selected set of wood craft materials has been reserved for Mrs. Grimes to illustrate her series of assembly talks. A recent call from Miss Scranton expressed satisfaction with the exhibits installed in the cases this year.

There are two new schools in the Cleveland Heights School System, Belvoir and Northwood. At the request of Miss Scranton the service of this division was explained early in September to Mr. Berger, the principal of both schools, and the program was inaugurated at Belvoir the following week. Exhibits have been installed, talks given once a month and an exhibit schedule of teacher's requests has been set up for the next few months for this school. Northwood has no case at the present time, so no work has been done there yet.

SHAKER HEIGHTS SCHOOLS

Two wall exhibits were loaned and forty-six exhibits were placed in the elementary schools of Shaker Heights at the request of the art teachers of the system. Class problems were discussed with these people and the best material available selected to suit both the problem and the case in which it was to be installed. Sussex School has been closed this semester, so there were but 7 elementary buildings receiving exhibits this fall.

An exhibition of original water color paintings was hung at Shaker Heights High School in the section which is destined to become their "Little Gallery". Other museum exhibitions are scheduled for this location during the second semester.

The twenty-seven objects received from the Shaker Heights Board of Education as a gift were placed in use almost at once and will undoubtedly find their way back to Shaker Heights as part of future exhibits.

ROADS TO WORLD UNDERSTANDING - Youth Program

The youth program of the Cleveland Public Library is continuing in much the same manner as before. Considerable material is delivered each month to the Public Relations Division at the main library for each of the displays for the youth program. The material is arranged in the cases by Mr. Young and his assistants.

Some program planning meetings were attended as well as the actual programs. Although regular attendance at the planning meetings by a member of this division, is unnecessary, a few programs have created special problems which were solved much more quickly and thoroughly by attending the meetings.

MARY A. WARNER COLLECTION

A large share of the pictures are out on loan most of the time, but twenty-two paintings involving ten institutions were changed in the past year.

The new acquisition this year is a fine oil, "Big Top", by Peter Paul Dubaniewicz.

NUMBER OF PLACES WHERE CASE EXHIBITS ARE INSTALLED*.

Cleveland Public Libraries**, Settlements, Colleges	29
Cleveland Public Schools	42
Cleveland Heights	14
East Cleveland	8
Euclid	6
Garfield	3
Lakewood	14
Parma	5
Rocky River	2
Shaker Heights	8
Misc. - private, county etc.	<u>10</u>
Total	141

* These numbers do not include the places using only prints, paintings, wall exhibits, posters etc. that have no cases.

**Material, sufficient for several cases, sent to the main library of the Cleveland Public Libraries is not included here. Briefly reported under heading of Roads to World Understanding - Youth Program.

CLEVELAND HEIGHTS SCHOOLS
Statistics Sheet

	<u>1948</u>	<u>1949</u>
Exhibits installed in cases	61	61
Number of schools	12	12
Groups for talks	110	107
Pupils	3136	3091
Hours spent giving talks*	----	48 3/4
Wall exhibits installed by borrower	4	6
Posters exhibited	0	18

*Does not include installation time.

PURCHASES FOR EDUCATIONAL LENDING COLLECTION

5 pcs. painted wood figures	Modern, Portuguese
2 Wall exhibits -	Modern, prepared by LIFE magazine
Protestant Revolution	24 panels each
Eighteenth Century England	
40 Original leaves Mss. and printing	1121 A.D. - 1935
Enamel tray - Charles B. Jeffrey	Contemporary, Cleveland
Pottery vase - Irene K. Musick	Contemporary, Cleveland
Enamel Bowl - Carl Wyman	Contemporary, Cleveland
Enamel ash tray - Anthony Vaiksnoras	Contemporary, Cleveland
Pottery bowl - Carol H. Miller	Contemporary, Cleveland
Ceramic sculpture - Thelma F. Winter	Contemporary, Cleveland
Enamel Nut dish - Kalman Kubinyi	Contemporary, Cleveland
Ceramic sculpture - Harriett S. Bowman	Contemporary, Cleveland
Pottery Bowl - Irene K. Musick	Contemporary, Cleveland
20 Photographs of Ceylon - Wm. C. Ward	Contemporary, Cleveland
2 Weligama devil masks	c. 1800, Sinhalese
1 Kandyan ivory ear pick	XIX cent, Sinhalese
1 Kandyan ivory comb.	XVII cent., Sinhalese
Betel nut set-brass tray	XVIII cent., Sinhalese
brass betel cutter	
brass tobacco box	
lime box	
Conch shell	XVIII cent., Sinhalese
Temple lamp - brass	XVII cent., Sinhalese, Kandyan
Old lacquered book	XVIII cent., Sinhalese
Wooden house with figures	Modern, Italian
1 Wall Exhibit - Florence	Modern, American

GIFTS RECEIVED FOR THE LENDING COLLECTION - 1949

Baldwin, Mrs. S. Prentiss	1 Glass bowl, French, Lalique
Bole, Mrs. B. P.	1 Ceramic Sculpture, Cleveland, Contemporary
Calfee, Robert A.	2 Navaho Blankets, XIX century
	1 strip of coverlet, American, Virginia, c. 1850
Clark, Mr. Harold T.	1 Lace handkerchief, French, Valenciennes, XIX century
Donnelley and Sons Co.	1 Reproduction of XV century, hand- colored woodcut
Foss, Mrs. Donald J.	2 Decorated Easter Eggs, contemporary
Foster, Miss Hazel E.	1 Tapestry panel, Chinese, late XVIII or early XIX century
Goldwaithe, Anne	9 Prints-etchings, lithographs, modern
Gries, Robert A.	9 Prints, woodblock, Japanese
Hadden, Mrs. John A.	1 Painting, Japanese, XIX century
	1 Painting, Japanese, modern
Hamill, Mrs. Madeleine	5 Prints
Hasenflue, Miss Sarah E.	5 pcs. Embroidery, Chinese, modern
Hollis, Howard C.	Print process set (21 prints) Japanese, Hiroshige
Jaryga, Mario	4 Decorated Easter eggs, contemporary, Cleveland
Kazuma, Oda	8 Lithographs, Japanese, Modern
Kinney, William S.	1 Italian Cope, XIX century
Lawn, School L.	9 Painted gourd birds - childrens work
Ledbetter, Mrs. Eleanor	1 Child's costume, Portuguese, Vienna, modern
McBride, Mrs. Malcolm L.	6 Prints, modern
	1 Painted gourd, Guatemalan, modern
Mihuto, Dan	1 Horse-hair necklace, Phillippine Cebu. modern

GIFTS (cont.)

Parker, R. Barton	1 Spindle, wood
Shaker Heights Board of Education	27 pieces - European peasant art Chinese prints etc.
Stewart, Miss Jeanette	30 pieces - mainly Chinese, modern
Teagle, Mrs. Frank H.	5 pieces Needlepoint lace, late 18th cent. 1 piece Honiton applique 2 pieces Bobbin lace
Wason, Mrs. Charles W.	4 Prints

Respectfully submitted,

Doris E. Dunlavy, Administrator
Section of Circulating Exhibits

To: Curator of Education
 From: Marguerite Munger, Supervisor of Club Activities
 Subject: Annual Report, 1949

Attendance: Total for 1949..... 165 talks 4493 attendance

Although the attendance did not reach the figure of 1948 (with its big increase due to the Exhibition of Berlin Paintings, it was 28% above the preceeding year. At the end of September, we were 39% ahead of the corresponding period of 1948.

<u>Courses:</u>	49 talks	1397 attendance	31% of total
Art Appreciation	29	631	
Ophello Club	16	348	
Your Garden and Home	4	418	
<u>Special Exhibitions:</u>	39	1361	30%
May Show	24	548	
Eraque	8	461	
Donatello's San Lodovico	2	135	
Le Corbusier	1	100	
American Painting in Our Century	2	100	
UNESCO	1	15	
Wallpaper	1	2	
<u>Gallery Talks:</u>	8	880	11%
<u>General Tours:</u>	15	378	
<u>Other Talks (inside Museum):</u>	64	1518	34%
<u>Talks to staff:</u>	1	18	
<u>Docent:</u>	14	38	
<u>Conferences:</u>	19	27	
<u>Talks outside Museum:</u>	10	615	13%
<u>College Classes:</u>	18	505	11%
W.R.U., Cleveland College	3	100	
" , other schools	4	129	
Case, English Lit. class	1	20	
Ursuline College	1	20	
Schauffler College	2	85	
U. of Akron	1	20	
Baldwin-Wallace	1	20	
Hiram College	2	32	
Ohio State U.	1	40	
Winona School of Photography	1	25	
Wooster College	1	20	

Other facts & figures:

Evening groups: 17 594 13%
This branch of the work could undoubtedly be developed, especially with mixed groups and working people, if we had the classroom space.

Popular subjects:

Homes & Interior Decoration topics are in great demand.
21 931 21%
General Tours 15 378
Pottery, Glass, Lace and The Christian Story in Art were requested several times.

Fees received: 14 talks \$130.
Docent 4 \$ 15.
Talks in Greater Cleveland 7 \$ 90.
Talks outside " " 3 \$ 75.
(Bay Village, Alliance, Kirtland)

Educational Index & Club File: 65 hours

Information Service: 3½ hours
Attendance figures should be taken for this work, and included in reports.

Radio Talks: 4 written 5 given (1 an interview)

Publications: 1 article, Interior Decoration: Wall Treatments,
in Cleveland News, April 25, 1949

Courses:

The Ophello Club is following a different plan this year. The general subject is Our Cultural Background. At each meeting a member presents a paper on the background, followed by my slide talk on art of the same period. Last year when members tried to give art talks they got into great difficulty in their attempts to coordinate their reading and the slide material.

Your Garden and Your Home, given last summer by Mrs. Marcus and myself, brought 800 people into the Museum at a time of year that is usually very quiet. We are considering offering this again in the summer of 1950.

Art Appreciation, presented Saturday mornings and primarily for mothers who bring their offspring to the children's classes, is a good offering for some other and more convenient time for the public.

Art in general:

It is noteworthy that many of the big-circulation magazines are running an increasing number of illustrated articles on art. It looks as if art is becoming popular! This suggests that vigorous promotion of our offerings should get results.

Respectfully submitted,

Marguerite Munger
Supervisor of Club Activities

To: Curator of Education
 From: Gertrude S. Hornung, Supervisor of Special Activities
 Subject: Annual Report, 1949

The work I do at The Cleveland Museum of Art falls into several categories, part on a professional basis, part as a volunteer. This year, because of the time required to complete a dissertation for a doctor's degree, much time was spent on studying, preparing and writing for it.

As a docent, Supervisor of Special Activities, and staff member of the Educational Department, I continue to give talks to groups both in and out of the building; write and give radio scripts; appear on television programs; give some small assistance by suggesting programs; arrange, prepare, set up and carry through special events and activities; arrange and give courses; write and distribute to selected lists mimeographed promotional material for educational and some all-Museum events; with attendant conferences, correspondences and study essential to above.

Statistics for Above:

<u>Talks to Groups</u>	<u>Total Attendance</u>
In The Cleveland Museum of Art	6570
Outside The Cleveland Museum of Art	<u>423</u>
	6993

Radio and Television

Radio:

Written: 4

Given: 7, of which 3 were interviews

Arranged for 2 other programs for Cleveland Art Week.

Television:

5 Interviews, 4 on Fashions in Living course, 1 on American Painting in Our Century.

Writing and Publications:

June: Completed Doctorate dissertation, The Art Museum in Cleveland.
November: Applied for grant from Cleveland Foundation for reprint edition of Cultural Directory of Greater Cleveland.

Promotional Mailings:

Annual Total	13,425
<u>Monthly</u>	
January	800
February	3125
May	500
August	2000
September	3600
October	1900
November	1500
December	2000
	<u>13,425</u>

Courses:

<u>Tuesdays at Eleven</u>	<u>Total Attendance</u>
Spring series (6 meetings)	222
Fall series (8 meetings)	188
<u>Interior Decoration</u>	
"Fashions in Living" (8 meetings) (open to public)	4037
<u>Collector's Course</u> (3 meetings)	103
<u>Know Your May Show Artists</u> (4 meetings)	441
<u>Tradition and Today</u> (4 meetings) (open to public)	867
<u>American Painting in Our Century</u> (6 meetings) (open to public)	<u>164</u> 6022

Gallery Talks (Sunday)

February	-	2 on Braque	70
March	-	1 on Braque	120
May	-	1 on May Show	150
November	-	4-5 minute talks on Donatello	<u>130</u>
			625

To carry out the above enterprises, the nature of the work entailed about 300 letters and 362 conferences, both telephone and personal interviews. I should like to comment particularly on some of the courses and projects for which I have been responsible.

Tuesdays at Eleven

The chief aim of this course has been to emphasize the recent accessions in the Museum, and bring to the attention of a selected group the reasons for such additions, their places in the existing collections and their intrinsic, distinctive characteristics. The selection of the group to which the promotional material is mailed is based on an effort to encourage further and closer participation in Museum events among the middle-aged women of means, interested in the arts, but too old for the Junior Council, too numerous for the Advisory Council or Trustees. The composition of this group improves with each series and from it may develop a women's informal organization - Friends of the Art Museum - which is given special privileges and events for a fee.

Fashions in Living

The success of this venture exceeded our hopes. Not only was it very well attended, with overflows at each session, but the values of working with a community group, representative of retail stores, advertising, newspaper editors, etc. were positive and salutary to the Museum's public relations. One concern on the part of the Art Museum is that guest speakers

while often famous and attractive to the public, are frequently superficial, flashy, and teach little that is new or helpful. However, the intent of this type of course is to stimulate public interest in the subject, which can be followed up by more solid, accurate fare by the Museum or in other school and college courses.

American Painting in Our Century

Looking ahead at the exhibit of this title, and with the information that the public, as surveyed, wanted to know about American contemporary art, this arrangement should have added up to a successful course. The material presented, with one or two exceptions, was well prepared and interestingly given. Contemporary American music was played at an introductory prelude, appropriate to the subject and style of the paintings discussed; for example:- On the Town by Leonard Bernstein for Luks, Kenneth H. Miller, or Aaron Copeland's Appalachian Spring for the more primitive and/or abstract landscapes. Outstanding were the demonstrations of Milota, Dubaniewicz, and Flint; disappointing were Patrick and Chapman. The Museum policy of playing down this show in favor of the Donatello distracted from public interest, although the publicity department was sympathetic, cooperative and helpful. The Cleveland News ran about a dozen reproductions.

Tradition and Today

This venture with the Council on World Affairs proved several points. One was that people will attend events in the good weather season, as early September; another was that joint sponsorship with another community organization is helpful; another was the opportunity to try out new techniques - as the form of the program included - musical prelude, slides, films, symposium of three to four talks, dancing, exhibits, etc. The Council considers it one of its successful Fall programs and desires a

Spring series on Germany, China and Mexico, similarly conducted. Films, music and dancing will again be used, and the timing of guest speakers' talks more strictly kept to original agreements.

The other courses, Collector's Course and Know Your May Show Artists were well received, and could be termed successful on most points.

One event, James Rose, a speaker on Modules in Landscape Architecture was more or less handed us by Mrs. Bascom Little of the Junior League which jointly sponsored it with the Garden Center. His fee was \$150. (he asked \$250), and his arrangements were casually done - last minute long distance calls etc. If it had been any other group, the Museum policy would have been to turn it down, as the hurried promotion etc. did not produce attendance enough to warrant the time and trouble. To top it off, the speaker, who had information of interest to gardeners of small areas, emphasized technical architectural features and the process of making concrete blocks! Many students from the School of Architecture and architects from the A. I. A. attended.

It has given me an opportunity to interpret The Cleveland Museum of Art in my role as volunteer representative on the Adult Education Council, Cultural Arts Committee, Fashion Group and through my membership in the Junior League, Women's City Club and now, the Intown Club.

Mrs. Coe's committee, termed Arts Exhibits, uses much time of the Museum staff, but is a very good community project and maintains an interested, changing group of over 100.

As a volunteer, I help as a liaison person for volunteers in the Museum, arranging the Junior Council program with their program chairman.

It has been a busy, interesting and I trust, profitable year, most of which could be accomplished only with the cooperation and interest of the Misses Ross and Ripley, Mrs. Loftus and Miss Maria Tucker.

Respectfully submitted,

Gertrude S. Hornung
Supervisor of Special Activities

(9)

The Cleveland Museum of Art
Department of Education

To: The Curator of Education

From: Sally O'Callaghan, Supervisor of Saturday Afternoon Entertainments

Subject: Annual Report on Saturday Afternoon Entertainments, October 1949 -
December 1949

These programs are planned to correspond with the schedule of the classes for Members' Children which start in October ending in May. Since another person was in charge of the Saturday Afternoon Entertainments through April 1949, this report will include only October - December 1949.

On the whole the general plan for Saturday Afternoon Entertainments has continued as in the past. The majority of the children are from the ages 6 - 10 years although there are always a small percentage of older ones; in fact, for some kinds of performances, junior and senior high students have attended, but not regularly. As a result the programs are planned for the younger child.

The long wait the children have who come to the morning drawing classes, bring their lunches, and stay for the afternoon program is a real problem. It affects the handling of the Saturday Afternoon Entertainments in that they have reached the restless stage long before they are brought into the Auditorium. If it were possible for the entertainments to start even half an hour earlier, the situation would be alleviated considerably.

In selecting and locating suitable programs there has been an attempt to vary them as much as possible with entertainment that would be naturally appealing and also enriching from a cultural standpoint. The impact of the emotional and over stimulating films seen by so many children is felt in the reduced attendance for programs such as slide talks; however, those who do attend such entertainments seem to enjoy them and are certainly benefited. Films and puppet shows always seem to draw a crowd.

There has been a definite effort to publicize these programs as thoroughly as possible. The Publicity Department has been very helpful and there have been a couple of photographs and special notices in the newspapers. A large poster advertising the exhibit is now placed in the foyer on Saturdays near the turnstile, easily seen by the boys and girls who come to the morning drawing classes. The placard has raised mats where smaller posters can be inserted telling of the program scheduled that Saturday and what is coming.

Something new has been added to the mimeographed sheets which are made monthly available for distribution in addition to being sent to those on the mailing list. Each month the cover of the sheets has a drawing of something in the Museum Collection that would appeal especially to children. October's program had a bear from a print in the current "Animal in Prints" exhibition. A short paragraph inside telling something about the art object from which the drawing was made -- how, etc. -- seems to have caused considerable interest and helps to integrate these entertainments with the philosophy of the Educational Department.

Attached to this report is a list of programs and attendance from October 1949 to January 1950.

Respectfully submitted,

Sally O'Callaghan
Supervisor of Saturday Afternoon Entertainments

Saturday Afternoon Entertainments

October 1949 to January 1950

		<u>Attendance</u>
October 1:	Film: ROBIN HOOD with Douglas Fairbanks, Sr.	528
October 8:	Film: ENCHANTED FOREST	419
October 15:	AMAZING NEW ZEALAND, talk with color films, Bathie Stuart	350
October 22:	STORY TELLING LADY OF FAIRYTALE THEATRE, Esther Mullin	210
October 29:	INDIAN LIFE IN HIGHLANDS OF SOUTH AMERICA, talk with color slides, Florence Arquin	185
November 5	DANCES OF KOREA with Taih-won Cho and Sun-yong Kim	403
November 12	FILM: TENDER YEARS with Joe E. Brown	305
November 19	Puppet Show: ALADDIN AND THE WONDERFUL LAMP, presented by the Sixth Grade Class of Fernway School	305
November 26	DEMONSTRATION IN CREATIVE DRAMATICS presented by Children's Theatre of the Playhouse	395
December 3:	Film: PARADE OF WOODEN SOLDIERS, with Laurel and Hardy, story based on Victor Herbert's <u>Babes in Toyland</u>	302
December 10:	LOOK! PUPPETS AND MARIONETTES! a demonstration and talk by Mrs. Venita McBurney.	253
December 17:	<u>Tales of Christmas Trees and Angels</u> a holiday program with Christmas music, stories, and decorations	282

To: Curator of Education
 From: Ruth F. Ruggles, Supervisor of Special Exhibits
 Subject: Annual Report, 1949

Exhibits in Educational Corridor - 1949

January Post War Foreign Posters, lent by Miss Lada C. Sykora of Central Outdoor Advertising Co. Selected by Dr. Munro.

February Drawings by Children of Palestine, lent by Children to Palestine, a Christian-Jewish Committee for the rescue of Jewish children and their rehabilitation in Palestine.

March Drawings by Museum Gallery Classes.

April Age of Exploration: a LIFE Photographic Exhibition, owned by the Educational Lending Division.

May Drawings by Museum Members' Classes.

June - Portraits in the Making: an exhibit prepared by Phoebe
 July 12 Flory Walker's Museum class to illustrate the development of a portrait in water color.

July 12 - Flowers and Trees in Water Color: 24 paintings from the
 August Museum and Mary A. Warner Collections, arranged especially for the benefit of the Summer Outdoor Sketching Classes.

Sept. 1 - Paintings by French Children, circulated by the Museum of
 22 Modern Art and made available to this Museum through the Art Division of the Ohio Federation of Women's Clubs.

Sept. 23 - Water Colors of Ceylon and Malaya. The twenty Malayan
 Oct. 2 paintings by Mun Sen, a Chinese artist long resident in Penang, were selected by Dr. Munro from a larger collection forwarded to Miss L. C. Sykora of Central Outdoor Advertising Co. by the artist. Twelve paintings of Ceylon by William Ward were lent by the Artist.

October Drawings by Museum Summer Outdoor Sketching Classes.

November Work of Northeastern Ohio Schools shown in the 1949 National Scholastic Exhibit.

December Drawings by Museum Special Classes.

In preparing exhibits of the work of our students, I have tried to vary the mounting somewhat as to color and arrangement from one exhibit to another. Always Mrs. Van Loosen and Miss O'Callaghan choose the drawings to be shown and furnish information for labels.

The usual exhibits of Easter Eggs, Christmas Creche and Christmas Tree were arranged in the Foyer.

At the invitation of Mrs. Elsa Connors, in charge of public relations at the Higbee Co., an exhibit of the work of Museum classes was prepared and exhibited in the Higbee Lounge for two weeks in May, paralleling the May Show. Participating students were invited to an opening, with refreshments, at which representatives of the press were present to hold interviews and take photographs. The exhibit, planned to fit the room, looked well as a whole, and the student work was a credit to the Museum.

Work of Museum classes was also shown at the Women's City Club during December, in connection with an exhibit of drawings and handcraft made at fifteen settlements and recreational agencies, sponsored by the Cultural Arts Committee of the Group Work Council. I was chairman of the Screening Committee and also the Hanging Committee for the whole exhibit.

I worked the equivalent of two full weeks on the May Show at the time the jury was at work and relieving at the sales desk in the galleries during the show.

It is gratifying to report that the American Indian Gallery is in process of rearrangement, with four spacious new cases. Work has been delayed due to failure of the manufacturers to complete the cases.

Respectfully submitted,

Ruth F. Ruggles
Supervisor of Special Exhibits

THE CLEVELAND MUSEUM OF ART
Department of Education

COMPARATIVE REPORT OF ATTENDANCE FOR 1948 AND 1949

I. WORK WITH ADULTS

	1948		1949	
<u>In Museum</u>	<u>Grps.</u>	<u>Attend.</u>	<u>Grps.</u>	<u>Attend.</u>
1. Courses	374	8492	592	13530
2. Gallery Talks	45	4601	69	5022
3. Auditorium lectures	63	19034	54	15690
4. Motion Picture Programs	28	7447	24	8059
5. Talks to Museum Staff Meetings	53	1049	57	994
6. Other Talks or Programs	221	6102	188	5407
<u>Outside Museum</u>				
1. Courses	439	10460	257	5533
2. Other Talks or Programs	41	3367	33	2715
<u>Totals</u>				
1. Total Adults in Museum	799	36671	981	43188
2. Total Adults outside Museum	480	13827	294	8248
3. Total Adult Attendance	1279.....	60508	1275.....	56315

II. WORK WITH CHILDREN

<u>School Talks in Museum</u>				
1. S.P.P. Staff-conducted	579	16752	548	14925
2. S.P.P. Self-conducted	59	1655	60	1749
3. Cl. Pub. Schl. Staff-cond.	294	9287	158	5931
4. Cl. Pub. Schl. Self-cond.	10	240	9	244
<u>School Talks outside Museum</u>				
1. S.P.P. Staff-cond.	621	16603	626	19019
2. S.P.P. Self-cond. prepared	170	4671	202	5867
3. Cl. Pub. Schl. Staff-cond.	893	27802	566	25936
4. Cl. Pub. Schl. Self-cond. prep.	60	2086	28	980
<u>Saturday and Sunday Classes</u>				
1. Sat. Members' Classes (a.m. & p.m)	230	5489	196	5100
2. Sat. Open Drawing Classes	354	10212	346	10973
3. Sat. Advanced Drawing Classes	105	1970	84	2093
4. Sunday Open Class	50	3197	50	2455
5. Miscellaneous	-	-	-	-
<u>Saturday P.M. Entertainments</u>				
	29	8019	29	9937
<u>Summer Drawing Classes (Tues-Fri)</u>				
	166	6430	157	3462
<u>Totals</u>				
1. Total Children in Museum	1882	62542	1638	25941
2. Total Children outside Museum	1716	50812	1564	51597
3. Total Child Attendance	3599	113354	3202	108543

III. GRAND TOTAL ATTENDANCE

14875.....	173860	4477	164858
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THE CLEVELAND MUSEUM OF ART
Department of Education

Publications
1949

Thomas Munro

The Arts and Their Interrelations. Liberal Arts Press, pub.
July, 1949

"The Relation of Educational Programs in Museums to Colleges,
Universities, and Technical Schools in the Community".
The College Art Journal, Vol. VIII, No. 3, Spring, 1949; p. 190

"The Arts in General Education; A program for Cultural Interchange".
Arts and Education, Unesco Publication No. 349, June, 1949,
First Issue; p. 6. Also appeared in Eastern Arts Association
1949 Yearbook, Art in General Education; pp.25 - 33.

"Société Ou Solitude En Esthétique". Revue d'Esthétique, Tome II,
No. I, Janvier - Mars, 1949.

Margaret Marcus

"Chinese Flower Arrangement". House and Garden, April, 1949;
pp. 193 - 194.

Marguerite Munger

"Interior Decoration: Wall Treatments". Cleveland News, Monday,
April 25, 1949; p. 10.

Ann V. Horton (co-author)

"Picture Stories of Ancient Rome". Strip Film, Escar Motion
Picture Corporation.

Price A. Chamberlin

"An Historical Museum". Reveille-Enterprise, Vivay, Indiana.

THE CLEVELAND MUSEUM OF ART
Department of Education
PERSONNEL 1949-50

Administrative Staff:

Thomas Munro, Curator of Education
Louise M. Dunn, Associate Curator Emeritus
Margaret F. Brown, Assistant Curator for Administration
Ann V. Horton, Supervisor, Museum Instruction, Cleveland Public Schools
Dorothy Van Loozen, Supervisor of Children's Classes
Doris E. Dunlavy, Administrator, Section of Circulating Exhibits
Marguerite Munger, Supervisor of Clubs
Sally O'Callaghan, Supervisor of Saturday Entertainments
Gertrude S. Hornung, Supervisor of Special Activities
Ruth F. Ruggles, Supervisor of Special Exhibits

Instructors in Visual Arts:

Employed by the Museum:

Full-time: Jane Grimes, Marguerite Munger, Sally O'Callaghan,
Dorothy Van Loozen, William E. Ward
Part-time: Charlotte Bates, Mildred K. Bickel, Ruth Bowman, Marion
Bryson, Kenneth R. Caldwell, Price Chamberlin, Ronald M.
Day, Mildred Eynon, Esther Falk, LeRoy Flint, Ethel
Goddard, Richard Godfrey, Earl Greaves, Ruth Grunauer,
Margaret Hain (substitute), Nancy Heacock, Jean Moodey
Heffter, Gertrude S. Hornung, Geoffrey Landesman,
Katharine G. Lange, Lorna Mansler, Margaret F. Marcus,
Mathilda Maurer, Ellen Montgomery, Rita Myers, Jo Natko,
Louis Regalbutto, Howard Reid, Paul Scherer, Bernard
Specht, Fred A. Vollman, Viola S. Wike

Employed by Cleveland Public Schools:

Supervisor: Ann V. Horton
Ronald Day
Juanita Sheflee

Assistant in Section of Circulating Exhibits:

Preparator: Joseph Alvarez

Instructors in Music:

Elwin Haskin
George A. Kleinfeld (In charge of radio phonograph program)

Assistants in Saturday Classes:

Mary Ellen Archer, Dave Borders, Jack Brown, Peggy Brown,
Ruth Cochran, Earl Greaves, Jetta Hansen, Edward E. Milota,
Betty Ptak

Secretarial Staff:

Elizabeth Ripley, Secretary of Educational Department
Laura Gnagi, Secretary to Dr. Munro
Cynthia Ross
Maria Tucker
Dorothy Sasak

Volunteers in Saturday Classes:

Peggy Crosby, Carol Costello, Helen Davis, Petty Edelman
Judy Hamilton, Mary Ann Leisy, Francis Kiehme, Constance
McPhail, Jean O'Hara, Mary Alice Pattie, Sue Steinbrenner,
Sue Weber, Jackie Zevin

DIVISIONS OF EDUCATIONAL WORK AND PERSONNEL IN EACH DIVISION

- A. Courses for Western Reserve University:
Thomas Munro; Professor of Art; Chairman, Division of Art, Western Reserve University
Margaret Fairbanks Marcus; Instructor in Art, Flora Stone Mather College
Ann V. Horton, Instructor, Western Reserve University
Ronald Day, Instructor, Western Reserve University
- B. Courses for Case Institute of Applied Science
Class temporarily discontinued
- C. Adult Museum Members' Courses:
Supervisor: Thomas Munro
Administrative Assistant: Margaret F. Brown
Instructors: Ruth E. Bowman, Marion Bryson, Price A. Chamberlin, Jean Moodey Heffter, Richard Godfrey, Elwin Haskin, Gertrude S. Hornung, Geoffrey Landesman, Katharine G. Lange, Margaret Fairbanks Marcus, Marguerite Munger, Jo Natko, William Ward
Assistant: Lorna Mansler
- D. Adult Clubs, Groups and Gallery Guidance:
Supervisor: Marguerite Munger
Instructors: Charlotte Bates, LeRoy Flint, Jane Grimes, Nancy Heacock, Gertrude S. Hornung, Margaret F. Marcus, Ellen Montgomery, Sally O'Callaghan, Dorothy Van Loozen.
- E. Public Lectures and Gallery Talks:
Supervisor: Thomas Munro
Assistant Supervisor: Margaret F. Brown
Special Assistant: Laura Gnagi
- F. Motion Pictures:
Supervisor: Margaret F. Brown
Assistants: William E. Ward, LeRoy Flint
- G. Section of Circulating Exhibits:
Administrator: Doris E. Dunlavy
Preparator: Joseph G. Alvarez
- H. School Children's Classes:
1. Cleveland Public Schools:
Supervisor: Ann V. Horton
Instructors: Ronald Day, Juanita Sheflee
2. Suburban, Private and Parochial Schools:
Supervisor: Dorothy Van Loozen
Instructors:
Full-time: Sally O'Callaghan, William E. Ward, Jane Grimes
Part-time: Dorothy Van Loozen, Charlotte Bates, LeRoy Flint, Nancy Heacock, Ellen Montgomery
- I. Saturday Children's Classes: Members and Non-members:
Supervisor: Dorothy Van Loozen
Assistant Supervisor: Howard Reid
Instructors: Kenneth R. Caldwell, Price A. Chamberlin, Ronald Day, Mildred Eynon, LeRoy Flint, Ethel Goddard, Jane Grimes, Margaret Hain (substitute), Nancy Heacock, Ellen Montgomery, Rita Myers (on leave of absence), Sally O'Callaghan, Louis Regalbuto, Paul Scherer, Bernard Specht, Fred Vollman, Viola Wike

Saturday Children's Classes (continued)

Assistants (Employed by Museum): Mary Ellen Archer, Dave Borders, Jack Brown, Peggy Brown, Ruth Cochran, Jetta Hansen, Mathilda Maurer, Edward Milota, Betty Ptak, Earl Greaves

Volunteer Assistants: Peggy Crosby, Carol Costello, Helen Davis, Patty Edelman, Judy Hamilton, Frances Kiehme, Mary Ann Leisy, Constance McPhail, Jean O'Hara, Mary Alice Pattie, Sue Steinbrenner, Sue Weber, Jackie Zevin

J. Saturday Children's Entertainments:

Supervisor: Sally O'Callaghan

K. Summer Outdoor Sketching Classes:

Supervisor: Dorothy Van Loozen

Instructors: Kenneth R. Caldwell, Price A. Chamberlin, Jane Grimes, Sally O'Callaghan, Howard Reid, Dorothy Van Loozen, William Ward, Viola Wike

L. Exhibitions of Children's Work:

Supervisor: Dorothy Van Loozen

Assistant: Sally O'Callaghan

M. Supplies for Children's Classes:

Supervisors: Margaret F. Brown, Dorothy Van Loozen

Assistants: Jetta Hansen, Edward Milota

N. Special Exhibits: Supervisor: Ruth F. Ruggles

O. Exhibition of the Month: (temporarily discontinued)

P. Journal of Aesthetics:

Editor: Thomas Munro

Assistant Editor: Ruth E. Bowman

Editorial Assistant: Laura Gnagi

Q. Sunday Radio-Phonograph Programs: George A. Kleinfeld in charge

THE CLEVELAND MUSEUM OF ART
Department of Education
List of Personnel as of October, 1949

Note:

- P - employed by the Museum on a part-time basis or devoting only part-time to educational work.
C - employed full-time by Cleveland Public Schools for Museum instruction.

Alvarez, Mr. Joseph G.	Preparator, Section of Circulating Exhibits
Archer, Miss Mary Ellen	Assistant (P)
Bates, Mrs. Charlotte	Instructor (P)
Bickel, Miss Mildred	Instructor (P)
Borders, Mr. Dave	Assistant (P)
Bowman, Mrs. Ruth	Instructor (F)
Brown, Mrs. Margaret F.	Assistant Curator for Administration
Brown, Mr. Jack	Assistant (F)
Brown, Miss Peggy	Assistant (P)
Bryson, Mrs. Marion	Instructor (P)
Caldwell, Mr. Kenneth	Instructor (P)
Cochran, Miss Ruth	Assistant (P)
Dunlavy, Miss Doris E.	Administrator, Section of Circulating Exhibits
Chamberlin, Price	Instructor (P)
Eynon, Mrs. Mildred	Instructor (P)
Day, Mr. Ronald	Instructor (C, P)
Falk, Miss Esther	Assistant (P)
Flint, Mr. LeRoy	Instructor (P)
Gnagi, Miss Laura	Secretary
Goddard, Miss Ethel	Instructor (P)
Godfrey, Richard	Instructor (P)
Greaves, Mr. Earl	Assistant (P)
Grimes, Mrs. Jane	Instructor
Grunauer, Miss Ruth	Instructor (P)
Hain, Miss Margaret	Instructor (P)
Hansen, Miss Jetta	Assistant (P)
Haskin, Mr. Elwin	Instructor (F)
Heacock, Miss Nancy	Instructor (F)
Heffter, Mrs. Jean Moodey	Instructor (P)
Hornung, Mrs. Gertrude S.	Supervisor, Special Activities (P)
Horton, Miss Ann V.	Supervisor, Museum Instruction Cleveland Public Schools (C)
Kleinfeld, Mr. George A.	Instructor (P)
Landesman, Mr. Geoffrey	Instructor (P)
Lange, Mrs. Katharine	Instructor (P)
Mansler, Miss Lorna	Instructor (P)
Marcus, Mrs. Margaret F.	Instructor (P)
Maurer, Miss Mathilda	Assistant (P)
Milota, Mr. Edward	Assistant (P)
Montgomery, Miss Ellen	Instructor (P)
Munger, Mrs. Marguerite	Supervisor, Club Activities
Munro, Dr. Thomas	Curator of Education
Myers, Mrs. Rita	Instructor (P) (on leave of absence)

Natko, Mrs. Jo	Instructor (P)
O'Callaghan, Miss Sally	Supervisor, Saturday Entertainments for Young People
Ptak, Miss Betty	Assistant (P)
Regalbuto, Mr. Louis	Instructor (P)
Reid, Mr. Howard	Assistant Supervisor, Saturday Children's Classes (P)
Ripley, Miss Elizabeth	Secretary
Ross, Miss Cynthia	Secretary
Ruggles, Mrs. Ruth	Supervisor, Special Exhibits (P)
Sasak, Miss Dorothy	Secretary
Scherer, Mr. Paul	Instructor (P)
Sheflee, Miss Juanita	Instructor (C)
Specht, Mr. Bernard	Instructor (P)
Tucker, Miss Maria	Secretary
Van Loosen, Mrs. Dorothy	Supervisor, Children's Classes
Vollman, Mr. Fred	Instructor (P)
Ward, Mr. William E.	Instructor
Wike, Mrs. Viola	Instructor (P)

TOTALS:

Employed by Museum for full-time service in administration, supervision, teaching, and preparation of exhibits	8
Employed by Museum for full-time secretarial and clerical work	5
Total Museum full-time employees	13
Employed by Cleveland Public Schools for full-time supervision and teaching	3
Total full-time staff.	16
Total full-time supervisory and teaching staff (Including Cleveland Public Schools but not secretaries)	11
Part-time supervisors and instructors, employed by Museum.	32
Part-time assistants	11
Total part-time Museum employees	43
Total staff paid by Museum, full and part-time	56
Total paid staff, full and part-time (including Cleveland Public School instructors)	59*
Regular volunteer assistants, apprentices, etc	13
Grand total of Educational Personnel	72

* Mr. Day is counted twice, being employed by the Cleveland Schools and also part-time by the Museum. This total therefore includes only 58 different individuals, the grand total of Educational Personnel includes 71 different individuals, not 72.